

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2012-070 **Issue Date:** 08-13-12 **Closing Date:** 08-20-12

2nd Advertisement
Community Health Aide II
Area Agency on Aging
Department of Health & Human Services
Hourly Wage: DOQ/ Full-Time/Regular

Performs duties under supervision of Service Coordinator. The employee occupying this position is responsible for planning, organizing, and directing the senior citizen food service program and food service workers. Coordinating the operation of facilities for serving meals to senior citizens. Work entails working with the Tribal Nutritionist in preparing monthly menus; ordering food supplies & purchasing while monitoring the budget for the nutrition department. Records are to be kept on the daily operation of the nutrition program through reports, accounting, and surveys. Ensuring the quality and quantity of the food served; hiring and training of staff as needed; maintaining inventory records online; preparing weekly reports; visiting the various facilities to observe the operations; and participating in the work of subordinates, as needed.

Knowledge, Skills and Abilities:

- Knowledge of modern methods, materials, and equipment used in large-scale food preparation and service activities.
- Knowledge of the health & safety principles/practices involved in food preparation and services.
- Knowledge of basic bookkeeping principles.
- Some knowledge of the Aging & Adult Services Administration.
- Knowledge of establishing additional nutrition sites.(e.g. opening new business)
- Ability to manage nutrition program in the absence of supervisor.
- Ability to give clear, accurate oral and written reports as needed.
- Skilled in promotional activities to aid in the expansion of nutrition services for Public Service area #10.

General Recruiting Indicator:

- Must have a valid Washington State Food handler's Permit.
- Must have one-year responsible supervision on of a nutrition/food preparation facility.
- Must have valid Washington State Driver's License and upon appointment to position, obtain a Tribal driving Permit.
- Must be able to work flexible hours.
- One-year experience in food preparation in a large-scale food preparation setting.
- Must have a combination of education and actual work experience, which would demonstrate the ability to perform the work.
- Must have the ability to work with minimal supervision, using sound judgment and treating all matters in a confidential manner or have a combination of work experience, training and education demonstrating the ability to perform the work.
- Must be able to pass a pre--employment criminal background check.
- Must be able to pass a pre-employment drug and alcohol test.